

## **Plans Approval for New Construction, Additions, or Remodeling**

### **Before Beginning Construction or Remodeling**

Prior to the commencement of any construction or remodeling at a facility or beginning construction on a new facility please ensure that any plans and specifications for that project have been approved (if required) by the Indiana State Department of Health, Division of Sanitary Engineering. The general rule is that any new construction, addition, conversion, relocation, renovation, and/or any major change in facility physical plant would require plans approval. To determine if plans are required to be submitted for any project you should contact:

- Program Director-Provider Services 317-233-7794; and
- Division of Sanitary Engineering 317-233-7588.

Also before beginning the construction or remodeling project the facility should contact Program Director-Provider Services (317-233-7794) in order to determine if supplemental application forms or supporting documentation is required for the transaction. New facilities, bed additions, conversions, facility relocations, remodeling project, etc. might have both state and federal requirements in addition to plans approval. Please ensure that all requirements will be met before beginning construction in order to ensure seamless service delivery after completion of project.

### **After Construction is Complete**

Before occupying the area of construction or remodeling:

- Contact the Program Director-Provider Services (317-233-7794) to verify that all application materials and/or requirements have been met; and then
- Submit a "Statement of Substantial Completion - Request for Inspection" (State Form 13025 or a letter to the Program Director-Provider Services. In addition, the facility shall notify the above individual (as appropriate), in writing, when the new construction or remodeled area is ready for the required Sanitarian and Life Safety Code/State Fire Code inspections.

### **Important:**

- **The area cannot be occupied until these inspections have been conducted and released.**
- **For Licensure purposes by the Division of Long Term Care, an “occupancy permit” issued by a city/county agency is not authorization to occupy the newly constructed facility/area.**
- **The Division of Long Term Care will grant permission to occupy only after the Sanitarian and Life Safety Code/State Fire Code Inspection(s) have been conducted and released.**